

**Kim Gorman**

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**From:** Eva Taylor  
**Sent:** Thursday, June 24, 2010 11:47 AM  
**To:** All Boards and Committees; All Town Departments  
**Cc:** Stephen Anderson; 'npickeringcook@AndersonKreiger.com'  
**Subject:** FW: Acton/GenSel - New OML Requirements - Open Meetings and Executive Sessions  
**Importance:** High  
**Attachments:** A0104041.pdf; A0104027.pdf

Our apologies. This should have gone to you along with the earlier notice. Please see attachments!

At the request of a number of Acton officials, I have attached two memoranda summarizing:

1. Requirements for Open Meetings under the New Open Meeting Law
  - a. Note: We have highlighted in yellow some of the day-to-day changes for open meetings.
2. Revised Executive Session Procedures under the New Open Meeting Law
  - a. Note: To simplify the transition, we have attached to the memo both a recommended procedure and sample motions for entering executive session.

These changes take effect as of 7/1/10. Please distribute them as you consider appropriate.

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